

## **Reminders and Guidance for Continuing Education Activity Plan Instructor Form & Continuing Education Activity Plan Sponsor Form (June 2008)**

**PLEASE READ ALL OF THE FOLLOWING INFORMATION TO ASSIST YOU IN PREPARING TO HOST AN RID-SPONSORED EVENT/WORKSHOP. THE DODHH OFFICE MAY CO-SPONSOR.**

**Before** the conference/workshop, I need the two electronically completed forms at least 45 days prior to the beginning of the workshop to submit to the RID national office online:

1. If the conference will have multiple presenters, I need an electronic instructional form and an electronic sponsor form filled out for each instructor at the conference. Each instructor should also submit a short biography or resume via e-mail. If multiple classes will be offered during the course of the day, each class will need its own set of paperwork and activity number. Also, if partial credit is to be given, separate forms will need to be submitted for each value of CEU that will be granted.\*
2. A condensed agenda is needed so that the number of hours involved can be calculated which will determine CEU's and whether to award "Professional Studies" (PS) or "General Studies" (GS). Feel free to make a recommendation on the total and category so that it can be added to the flyer and paperwork.
3. Also, a copy of the flyer will need to be e-mailed or faxed. (See the instructions for the flyer below.)

The **flyer** needs to contain the following information:

1. The flyer must have the **RID CMP** and/or **ACET Logo** and the Statement: "**MI DLEG-DODHH is an Approved RID CMP sponsor for Continuing Education Activities. This \_\_\_\_\_ studies program is offered for \_\_\_\_\_ CEU's at the \_\_\_\_\_ instructional level.**" (Instructional level: little/none, some, intensive, or teaching)
2. If you will allow partial CEU's for attending only part of the event, that information must be on the flyer with separate paperwork for each value. (EX: 8 hours for .8 CEU's or half-day, 4 hours for .4 CEU's)
3. The flyer must have the **cancellation and refund policies** of the workshop on it. Accommodation request information needs to be on the flyer as well.
4. On the flyer please include if the activity is for CMP participants (those who are already nationally certified) or ACET participants (pre-nationally certified members).
5. The educational objectives of the activity and target audience should also be described.

**After** the conference/workshop, I need:

1. The Activity Report forms (formerly known as bubble sheets) filled out by participants with the correct value of CEUs to award, so I can submit the paperwork to RID. Please contact our office with a mailing address, if you need an Activity Report form mailed to you. Participants should sign in at the completion of each activity.
2. I need at least one summary of all the evaluation forms for the conference, a sample copy of one evaluation form, and one blank certificate of attendance given to participants. Please see the example evaluation form and certificate of attendance given online with specific RID requirements.

Please call or e-mail me if you have more questions.

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\*In January 2008, RID distributed a new instruction packet for sponsors which recommends that partial CEUs not be awarded.